



Iowa JJDP A Compliance Monitoring Manual

February 2019

Primary Author: Scott Musel

Iowa Department of Human Rights
Division of Criminal & Juvenile Justice Planning

State Planning Agency
Statistical Analysis Center

Steve Michael, Administrator

321 E. 12th Street
Des Moines, Iowa 50319
(515) 242-5823

<https://humanrights.iowa.gov>



TABLE OF CONTENTS

Ten Elements of a Monitoring System

Policies and Procedures	1
Monitoring Authority.....	3
Monitoring Timeline	28
Procedures for ensuring Compliance	30
Barriers and Strategies	30
Definition of Terms.....	31
Identification of Monitoring Universe	34
Secure Detention and Correctional Facilities.....	35
County Jails and Municipal Lock-Ups.....	36
Co-Located Detention Facilities.....	43
Court Holding Facilities	43
Non-Secure Facilities	43
Classification of the Universe	58
Inspection of Facilities	59
Data Collection and Verification	60

Policies and Procedures

The Iowa Division of Criminal and Juvenile Justice Planning (CJJP) use a number of resources to identify and classify facilities in the state for use in the Compliance Monitoring Universe. These resources include the Code of Iowa, the Iowa Administrative Code, the Department of Corrections (DOC) – Jail Inspection Unit, the Department of Inspections and Appeals (DIA) and the Department of Human Services (DHS).

The Code of Iowa and Iowa Administrative Code are responsible for defining the nature and propose of facilities in the state, and the requirements for these facilities to serve, house, and detain youth. Included in these definitions are county jails, residential municipal lock-ups, juvenile correctional facilities, juvenile detention centers, shelter care homes, residential group care facilities, mental health institutes, adult prisons, state university public safety agency, the state patrol division, non-residential temporary municipal lock-ups, and city police departments.

The DOC – Jail Inspection Unit is responsible for the inspection and licensing of adult correctional facilities including county jails and residential municipal lock-ups. All county jails and residential municipal lock-ups are operated by county and city governments. These inspection and licensing audits include a certification of whether the facility can provide sight and sound separation of youth in the custody of the agency from adult inmates. Copies of this sight and sound certification are forwarded to CJJP for classification and inclusion in the monitoring universe.

The DHS maintains and operates one state youth correctional facilities; the State Training School for Boys at Eldora (STS); a secure juvenile correctional facility for delinquent boys. The maintenance and operation of these two youth correctional facilities are detailed in both the Code of Iowa and Iowa Administrative Code. CJJP uses the Code of Iowa and Iowa Administrative Code to classify and include these facilities in the monitoring universe.

The DIA is responsible for the inspection of juvenile detention centers, shelter care homes, and residential group care facilities. DIA forwards copies of the inspection reports to the DHS who is responsible for licensing these agencies to operate. All juvenile detention centers are operated by a county or multi-county government boards. Shelter cares can be operated by either a county or multi-county government board (public), or a private agency. Residential group care facilities are operated by private agencies. There are presently two residential treatment centers operated by private agencies that receive special provisions to operate a secure comprehensive (enhanced) residential treatment facility. These two enhanced residential treatment (ERT) facilities are for delinquent boys. All of these agencies are included in an annual report generated by the DHS that includes agency name, the director of the agency and contact information, the nature that the facilities are licensed (e.g. public shelter, comprehensive residential treatment, public detention, community residential), the duration of the licensing period, the capacity of the facility, whether the license is full or provisional, any special provisions in the facilities license and the county the facility is located. CJJP obtains a copy of this annual report for classification and inclusion of these facilities in the monitoring universe.¹

The DHS maintains and operates two state Mental Health Institutes (MHI); at Cherokee, and at Independence. Both of these MHI facilities provide in-patient services for juveniles. CJJP uses

¹ <https://dhs.iowa.gov/sites/default/files/LicFacs.pdf>

the Code of Iowa and Iowa Administrative Code to classify and include these facilities in the monitoring universe.

The DOC maintains and operates ten adult penitentiaries and correctional facilities as defined by Iowa Code §904. None of these facilities are for the secure detention of youth, with the exception of youth that have been waived/certified to the criminal court and convicted of a felony level offense.²

The Iowa Board of Regents may authorize the three state universities, Iowa State University, University of Iowa, and University of Northern Iowa, to commission employees as security officers. Currently all three universities do provide security forces to ensure safety on their campuses. These security officers are fully deputized law enforcement officers, and have the powers, privileges, responsibilities, and immunities of regular peace officers when acting in the interest of the institutions. CJJP uses the Code of Iowa and Iowa Administrative Code to classify and include these facilities in the monitoring universe.

The Iowa Department of Public Safety (DPS) maintains a State Patrol Division that is a law enforcement agency that primarily regulates the orderly flow of traffic on the state's highways, and responds to local law enforcement agencies' requests for emergency assistance. This agency currently maintains 16 regional offices. CJJP maintains contact with the DPS to classify and include these facilities in the monitoring universe.

There are 302 police departments in the State of Iowa; of which ten of them maintain and are certified by the DOC – Jail Inspection Unit as residential municipal lock-ups. Iowa Administrative Code (IAC) defines when a law enforcement agency can operate a temporary holding cell for which facility is not required to meet the standards for temporary holding facilities.³ CJJP has identified 22 agencies that maintain these types of temporary holding cells. The list of police departments in the state is updated and edited by CJJP through contact with the Iowa Association of Chiefs of Police and Peace Officers, Iowa State Sheriffs and Deputies Association, the Iowa Law Enforcement Academy, and contact with police departments and city halls.

Iowa's compliance monitoring universe then includes:

- County Jails
- Residential City Lock-Ups
- Juvenile Correctional Facilities
- Juvenile Detention Centers
- Shelter Care Homes
- Residential Group Care Facilities
- Enhanced Residential Treatment Facilities

² An aggravated misdemeanor criminal offense in Iowa can receive a maximum prison sentence of two years; which using the federal definitions would classify these offenses as a felony.

³ 201.51.1 – *Temporary holding facility*: ...A law enforcement agency is not required to meet the standards for temporary holding facilities provided a detainee is held for less than two hours prior to transportation to an appropriate facility and a trained staff person of the agency is available to respond to, render aid to, or release the detainee in the event of a life-endangering emergency.

- Mental Health Institutes
- State Prisons
- University Public Safety
- State Patrol
- Police Departments
- Non-Residential Temporary Holding Facilities

Either through a state licensing agency or by an on-site facility visit performed by CJJP it is determined whether a facility has secure capacities. It is also this licensing and the definition of the facility that determine the classification of the facility, and whether the facility services only juveniles or primarily adults.

The only facilities on this list that can be operated by a private agency are the shelter care facilities, the residential group care facilities and the enhanced residential treatment facilities. All other facilities on this list are operated by state, county or city governmental units.

The primary determining factor whether a facility will be included for on-site monitoring efforts and data collection is the secure status of the facility⁴. Those facilities that are not licensed and are not statutorily permitted to securely detain youth are not included on the list of facilities from which data must be gathered and on-site visits must be performed.

Monitoring Authority

The following pages identify the authority presented to the Iowa Department of Human Rights, Division of Criminal and Juvenile Justice Planning (CJJP) to perform the task of determining the State of Iowa's compliance with the federal Juvenile Justice and Delinquency Prevention Act. This authority is defined in the following documents:

- Executive Orders from the Governor identifying the Division of Criminal and Juvenile Justice Planning as the sole agency for supervising the preparation and administration of the State Plan required by the JJDP Act;
- Letter of Agreement between the Division of Criminal and Juvenile Justice Planning and the State Jail Inspection Unit of the Iowa Department of Corrections detailing responsibilities of each agency for maintaining compliance with the JJDP Act;
- Letter of Agreement between the Division of Criminal and Juvenile Justice Planning and the Iowa Department of Human Rights detailing responsibilities of each agency for maintaining compliance with the JJDP Act;
- Executive Orders from the Governor identifying the Iowa Juvenile Justice Advisory Council as the State Advisory Group and responsible for the preparation and administration of the State Plan required by the JJDP Act;

⁴ State Prisons are not included in those facilities that receive on-site inspections as the Code of Iowa permits only those youth that have been waived to the adult court on a felony to be incarcerated at these facilities, and the JJDP Act does not encompass youth waived to the adult court on a felony.

- Iowa Code §216A.136 that provides the Division of Criminal and Juvenile Justice Planning, as the State Analytical Center, access to most justice related data in the state for research and evaluation purposes;
- Iowa Code §216A.138 that directs the Division of Criminal and Juvenile Justice Planning to develop and maintain the Justice Data Warehouse, and specific agencies to cooperate with the development and maintenance of the warehouse;
- Iowa Code §232.147 that provides the Division of Criminal and Juvenile Justice Planning with access to confidential juvenile court records; and,
- Iowa Administrative Code Chapter 421 Section 428 that provides the purpose and function of the Division of Criminal and Juvenile Justice Planning.



TERRY E. BRANSTAD
GOVERNOR

OFFICE OF THE GOVERNOR

STATE CAPITOL
DES MOINES, IOWA 50319

515 281-5211

August 1, 1991

Robert W. Sweet, Jr.
Administrator
Office of Juvenile Justice
and Delinquency Prevention
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Dear Mr. Sweet:

Consistent with Section 31.101 of 28 CFR Part 31 and pursuant to the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (P.L. 93-415) the Division of Criminal and Juvenile Justice Planning, Iowa Department of Human Rights is designated as the sole agency for supervising the preparation and administration of the State plan required under Section 223 of the JJDP Act. This change was effective July 1, 1991.

Sincerely,

A handwritten signature in dark ink, reading "Terry E. Branstad". The signature is fluid and cursive, with a large, stylized "T" and "B".

Terry E. Branstad
Governor



CRIMINAL AND JUVENILE JUSTICE PLANNING
AND STATISTICAL ANALYSIS CENTER

TERRY E. BRANSTAD, GOVERNOR

RICHARD G. MOORE, JR., ADMINISTRATOR

Letter of Agreement

Whereas the State Jail Inspection Unit within the Department of Corrections has statutory authority to inspect jails/police lockups, and, *whereas* the Division of Criminal and Juvenile Justice Planning has administrative authority to monitor jails/police lockups for compliance of the federal Juvenile Justice and Delinquency Prevention Act (hereafter known as the JJDP Act), this letter of agreement is established to define the responsibilities of both agencies in making determinations on whether secure holds for persons under the age of 18 or under the jurisdiction of the juvenile court in jails/police lockups (for this letter of agreement such persons will be referred to as juveniles) are done in compliance with relevant state and federal laws or administrative code.

The definition of "secure" for purposes of this letter of agreement includes: facilities which include construction fixtures designed to physically restrict the movements and activities of persons in custody such as locked rooms and buildings, fences, or other physical structures. It does not include facilities where physical restriction of movement or activity is provided solely through facility staff.

Responsibilities of CJJP:

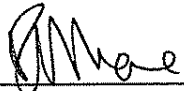
- * assist in assuring that jails/police lockups are providing necessary information from which to make determinations that secure holds for juveniles are done in compliance with relevant state and federal laws or administrative rules,
- * receive and maintain data on all juveniles securely held in adult jails,
- * make determinations on whether secure holds are done in compliance with the JJDP Act,
- * report to the jail inspection unit information received from CJJP data collection efforts indicating actual or potentially noncompliant holds with state and federal laws,
- * receive and maintain copies of Jail Inspection Unit Structural Separation Information Forms and facility self report separation information and
- * make on-site visits to jails/police lockups to verify the accuracy of data reported on secure holds for juveniles.

Responsibilities of State Jail Inspection Unit:

- * assist in assuring that jails/police lockups are providing necessary information from which to make determinations that secure holds for juveniles are done in compliance with relevant state and federal laws or administrative rules,

- * visit jails/police lockups and make determinations on whether facilities can be certified as able to provide holds for juveniles sight and sound separate from adults,
- * provide copies of Jail Inspection Unit Structural Separation Information Forms and facility self report separation information to CJJP,
- * where necessary further investigate holds for juveniles which are done noncompliant with state and federal statutes or administrative rule, and
- * require corrective action and work with facilities to gain compliance with state and federal statutes or administrative rules.

I hereby agree to perform the responsibilities outlined in this letter of agreement.



Richard G. Moore
Division of Criminal and Juvenile
Justice Planning

date: 5-17-95



Eugene J. Gardner
State Jail Inspection Unit

date: 5/12/95



DEPARTMENT OF HUMAN SERVICES

TERRY E. BRANSTAD, GOVERNOR

CHARLES M. PALMER, DIRECTOR

May 16, 1995

MAY 19 1995

Dave Kuker, Program Planner
Division of Criminal and Juvenile Justice Planning
Department of Human Rights
Lucas State Office Building
LOCAL

Dear Dave:

This letter is to clarify our conversation of May 15, 1995 regarding the provision of secure care for juveniles.

The definition of secure care for the purposes of this letter shall include: "facilities which include construction fixtures designed to physically restrict the movements and activities of persons in custody such as locked rooms and buildings, fences, or other physical structures. It does not include facilities where physical restriction of movement or activity is provided solely through facility staff."

The Iowa Department of Human Services has statutory authority over certain facilities that provide secure care: under the Code of Iowa, Chapter 237 for the licensing of foster care facilities; Chapter 218.1 for the control and management of the State Training School and the Iowa Juvenile Home; and Chapter 232.142 for the approval of county operated juvenile detention.

As a part of that statutory authority the Department also works with your division to:

- assist in assuring that secure facilities are providing necessary information from which to make determinations that holds for juveniles are done in compliance with relevant state and federal law or administrative rule,
- provide copies of licensure reports for secure facilities to CJJP,
- where necessary, investigate holds for juveniles which are done non-compliant with state and federal statutes or administrative rule, and
- take necessary action against facilities which hold juveniles non-compliant with state and federal statutes or administrative rule.

Letter to Dave Kuker

May 16, 1995

Page two

It is a Department objective to be of assistance to you and your agency in your efforts to monitor secure facilities for compliance with the federal Juvenile Justice and Delinquency Prevention Act. Should you require additional information regarding our efforts in this matter, please contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Eric Sage".

Eric Sage, Chief

Bureau of Program Support Services

Division of Adult, Children

and Family Services

ES/dp

APPENDIX II

OCT 19 1987

ROBERT D. RAY
GOVERNOR

Office of the Governor

STATE CAPITOL
DES MOINES, IOWA 50319

July 27, 1982

RECEIVED

JUL 29 1982

IOWA CRIME COMMISSION

Mr. Richard E. George
Executive Director
Criminal Justice Agency
Lucas State Office Building
L O C A L

Dear Rick:

Pursuant to Section 261(c)(2) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (P.L. 93-415), the Iowa Juvenile Justice Advisory Council is hereby designated the supervisory board for the preparation and administration of the State's plan for participation in the formula grants program created and regulated by P.L. 93-415, Title II, Part B, Subpart I..

Sincerely,

A handwritten signature in dark ink, appearing to be "R. D. Ray".

Robert D. Ray
Governor

RDR:w

216A.136 Statistical analysis center — access to records.

The division shall maintain an Iowa statistical analysis center for the purpose of coordinating with data resource agencies to provide data and analytical information to federal, state, and local governments, and assist agencies in the use of criminal and juvenile justice data. Notwithstanding any other provision of state law, unless prohibited by federal law or regulation, the division shall be granted access, for purposes of research and evaluation, to criminal history records, official juvenile court records, juvenile court social records, and any other data collected or under control of the board of parole, department of corrections, department of workforce development, district departments of correctional services, department of human services, judicial branch, and department of public safety. However, intelligence data and peace officer investigative reports maintained by the department of public safety shall not be considered data for the purposes of this section. Any record, data, or information obtained by the division under this section and the division itself is subject to the federal and state confidentiality laws and regulations which are applicable to the original record, data, or information obtained by the division and to the original custodian of the record, data, or information. The access shall include but is not limited to all of the following:

1. Juvenile court records and all other information maintained under sections 232.147 through 232.153.
2. Child abuse information under sections 235A.15 through 235A.19.
3. Dependent adult abuse records maintained under chapter 235B.
4. Criminal history data maintained under chapter 692.
5. Sex offender registry information maintained under chapter 692A.
6. Presentence investigation reports maintained under section 901.4.
7. Corrections records maintained under sections 904.601 and 904.602.
8. Community-based correctional program records maintained under chapter 905.
9. Parole records maintained under chapter 906.
10. Deferred judgment, deferred or suspended sentence, and probation records maintained under chapter 907.
11. Violation of parole or probation records maintained under chapter 908.
12. Fines and victim restitution records maintained under chapters 909 and 910.
13. Employment records maintained under section 96.11.

88 Acts, ch 1277, §19 C89, §601K.136 90 Acts, ch 1124, §4 C93, §216A.136 96 Acts, ch 1150, §2; 96 Acts, ch 1193, §3, 4;

216A.138 Multiagency database concerning juveniles.

1. The division shall coordinate the development of a multiagency database to track the progress of juveniles through various state and local agencies and programs. The division shall develop a plan which utilizes existing databases, including the Iowa court information system, the federally mandated national adoption and foster care information system, and the other state and local databases pertaining to juveniles, to the extent possible.
2. The department of human services, department of corrections, judicial branch, department of public safety, department of education, local school districts, and other state agencies and political subdivisions shall cooperate with the division in the development of the plan.
3. The database shall be designed to track the progress of juveniles in various programs, evaluate the experiences of juveniles, and evaluate the success of the services provided.
4. The division shall develop the plan within the context of existing federal privacy and confidentiality requirements. The plan shall build upon existing resources and facilities to the extent possible.
5. The plan shall include proposed guidelines for the sharing of information by case management teams, consisting of designated representatives of various state and local agencies and political subdivisions to coordinate the delivery of services to juveniles under the jurisdiction of the juvenile court. The guidelines shall be developed to structure and improve the information-sharing procedures of case management teams established pursuant to any applicable state or federal law or approved by the juvenile court with respect to a juvenile who is the recipient of the case management team services. The plan shall also contain proposals for changes in state laws or rules to facilitate the exchange of information among members of case management teams.
6. The plan shall include development of a resource guide outlining successful programs and practices established within this state which are designed to promote positive youth development and that assist delinquent and other at-risk youth in overcoming personal and social problems. The guide shall be made publicly available.
7. If the division has insufficient funds and resources to implement this section, the division shall determine what, if any, portion of this section may be implemented, and the remainder of this section shall not apply.

92 Acts, ch 1231, §49; 97 Acts, ch 126, §9; 98 Acts, ch 1047, §19; 2010 Acts, ch 1031, §147, 170

232.147 Confidentiality of juvenile court records.

1. Juvenile court social records shall be confidential. They shall not be inspected and their contents shall not be disclosed except as provided in this section or as authorized by other provisions in this chapter.

2. Official juvenile court records in all cases except those alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be confidential and are not public records. Unless an order sealing such confidential records in a delinquency proceeding has been entered pursuant to section 232.150, confidential records may be inspected and their contents shall be disclosed to the following without court order, provided that a person or entity who inspects or receives a confidential record under this section shall not disclose the confidential record or its contents unless required by law:

- a. The judge and professional court staff, including juvenile court officers.
- b. The child and the child's counsel.
- c. The child's parent, guardian or custodian, court appointed special advocate, and guardian ad litem, and the members of the child advocacy board created in section 237.16 or a local citizen foster care review board created in accordance with section 237.19 who are assigning or reviewing the child's case.
- d. The county attorney and the county attorney's assistants.
- e. An agency, association, facility or institution which has custody of the child, or is legally responsible for the care, treatment or supervision of the child, including but not limited to the department of human services.
- f. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court delinquency proceeding.
- g. The child's foster parent or an individual providing preadoptive care to the child.
- h. The state public defender.
- i. The department of corrections.
- j. A judicial district department of correctional services.
- k. The board of parole.
- l. The superintendent or the superintendent's designee of the school district for the school attended by the child or the authorities in charge of an accredited nonpublic school attended by the child.
- m. A member of the armed forces of the United States who is conducting a background investigation of an individual pursuant to federal law.
- n. The statistical analysis center for the purposes stated in section 216A.136.
- o. A state or local law enforcement agency.
- p. The alleged victim of the delinquent act.

3. Official juvenile court records containing a petition or complaint alleging the commission of a delinquent act that would be a forcible felony if committed by an adult shall be public records

subject to a confidentiality order under section 232.149A or sealing under section 232.150. However, such official records shall not be available to the public or any governmental agency through the internet or in an electronic customized data report unless the child has been adjudicated delinquent in the matter. However, such official juvenile court records shall be disclosed through the internet or in an electronic customized data report prior to the child being adjudicated delinquent to the following without court order:

- a. The judge and professional court staff, including juvenile court officers.
- b. The child's counsel or guardian ad litem.
- c. The county attorney and the county attorney's assistants.
- d. A court, court professional staff, and adult probation officers in connection with the preparation of a presentence report concerning a person who prior thereto had been the subject of a juvenile court proceeding.
- e. A state or local law enforcement agency.
- f. The state public defender.
- g. The statistical analysis center for the purposes stated in section 216A.136.
- h. The department of human services.
- i. The department of corrections.
- j. A judicial district department of correctional services.
- k. The board of parole.

4. If the court has excluded the public from a hearing pursuant to section 232.39 or 232.92, the transcript of the proceedings shall not be deemed a public record and inspection and disclosure of the contents of the transcript shall not be permitted except pursuant to a court order or unless otherwise provided in this chapter.

5. Delinquency complaints under section 232.28 shall be released in accordance with section 915.25. Other official juvenile court records in a delinquency proceeding that are public records under this section and that have not been made confidential pursuant to section 232.149A or sealed pursuant to section 232.150 may be released under this section by a juvenile court officer.

6. Official juvenile court records enumerated in section 232.2, subsection 38, paragraph "e", relating to paternity, support, or the termination of parental rights, shall be disclosed, upon request, to the child support recovery unit without court order.

7. Pursuant to court order, official juvenile court records may be inspected by and their contents may be disclosed to:

- a. A person conducting bona fide research for research purposes under whatever conditions the court may deem proper, provided that no personal identifying data shall be disclosed to such a person.
- b. Persons who have a direct interest in a proceeding or in the work of the court.

8. Social records prior to adjudication may be disclosed without court order to the superintendent or superintendent's designee of a school district, authorities in charge of an accredited nonpublic

school, or any other state or local agency that is part of the juvenile justice system, in accordance with an interagency agreement established under section 280.25. The disclosure shall only include identifying information that is necessary to fulfill the purpose of the disclosure. The social records disclosed shall be used solely for the purpose of determining the programs and services appropriate to the needs of the child or the family of the child and shall not be disclosed for any other purpose unless otherwise provided by law.

9. Subject to restrictions imposed by sections 232.48, subsection 4, and 232.97, subsection 3, all juvenile court records shall be made available for inspection and their contents shall be disclosed to any party to the case and the party's counsel and to any trial or appellate court in connection with an appeal pursuant to division VI of this chapter.

10. The clerk of the district court shall enter information from the juvenile record on the judgment docket and lien index, but only as necessary to record support judgments.

11. The state agency designated to enforce support obligations may release information as necessary in order to meet statutory responsibilities.

12. Release of official juvenile court records to a victim of a delinquent act is subject to the provisions of section 915.24, notwithstanding contrary provisions of this chapter.

13. Notwithstanding any provision of this section or a confidentiality order entered pursuant to section 232.149A, the juvenile court shall notify the department of transportation as required by sections 321.213 and 321.213A.

14. The confidentiality of a final adjudication of delinquency under this section or pursuant to section 232.149A shall not prohibit the state from pleading or proving the adjudication at a subsequent criminal or delinquency proceeding for the purpose of penalty enhancement when a provision of the Code specifically deems the delinquency adjudication to constitute a final conviction.

15. A provision in this section or section 232.149A or 232.150 shall not be construed to limit or restrict the production, use, or introduction of official juvenile court records in any juvenile or adult criminal proceeding, where such records are relevant and deemed admissible under any other provision of the law.

16. A provision in this section or section 232.149A shall not limit or prohibit individuals from performing any duties or responsibilities as required by section 124.415, 232.47, or 232.49.

17. Notwithstanding any provision of this section or section 232.149A to the contrary, if the child has been discharged from the jurisdiction of the juvenile court in a delinquency proceeding due to reaching the age of eighteen and restitution remains unpaid, the name of the court, the title of the action, and the court's file number shall not be kept confidential, and the restitution amount shall be a judgment and lien as provided in sections 910.7A, 910.8, 910.10, and 915.28 until the restitution is paid.

18. Notwithstanding any other provision of law, a public record which is confidential under the provisions of this chapter shall only be subject to release upon order of a court in a proceeding under this chapter.

[C66, 71, 73, 75, 77, §232.54, 232.57; C79, 81, §232.147; 82 Acts, ch 1209, §16] 83 Acts, ch 186, §10057, 10201; 84 Acts, ch 1208, §2; 90 Acts, ch 1271, §1508; 92 Acts, ch 1195, §301; 93 Acts, ch 172, §35, 56; 95 Acts, ch 191, §15; 96 Acts, ch 1110, §3; 97 Acts, ch 164, §4; 98 Acts, ch 1090, §63, 83, 84; 2000 Acts, ch 1123, §2; 2001 Acts, ch 79, §1; 2005 Acts, ch 55, §2; 2006 Acts, ch 1164, §1; 2006 Acts, ch 1185, §76; 2009 Acts, ch 41, §263; 2013 Acts, ch 116, §3; 2015 Acts, ch 58, §1; 2016 Acts, ch 1002, §4 – 9, 17

Iowa Administrative Code

Criminal and Juvenile Justice Planning Division [428]

CHAPTER 1

FUNCTIONS

428—1.1(216A) Definitions. As used in this chapter:

“Administrator” means the administrator of the division of criminal and juvenile justice planning.

“Criminal and juvenile justice planning advisory council (CJJ PAC)” means the advisory council established in Iowa Code section 216A.132.

“Division” means the division of criminal and juvenile justice planning.

“Juvenile justice advisory council (JJAC)” means the state advisory group described in P.L. 93-415, Section 223(a)(3), and established through executive order to oversee the administration of the Juvenile Justice and Delinquency Prevention Act (JJDP A) formula grants in Iowa.

428—1.2(216A, PL93-415) Function of the division.

1.2(1) The division shall provide staff support to the CJJPAC and the JJAC and shall assist them with the coordination of their efforts. Additionally, the division shall perform functions consistent with the duties and requirements outlined in Iowa Code chapter 216A, subchapter 9, P.L. 93-415 and other relevant federal and state requirements.

1.2(2) The division shall establish and maintain procedures to collect and report all instances of juvenile detention and confinement occurring in the state of Iowa consistent with P.L. 93-415, Section 223(a)(15). The monitoring function shall include the following:

a. The division shall collect relevant self-report information and perform on-site verification of data from jails, police lockups, juvenile detention facilities, state training schools, mental health institutes, locked residential treatment facilities for youth and other secure facilities.

b. Through written agreement, the jail inspection unit of the department of corrections shall provide the division and the specific jails and lockups with certification of their ability to separate juveniles and adults, consistent with P.L. 93-415, Section 223(a)(13).

c. Through written agreement, the department of inspections and appeals shall provide information to the division on holdings relative to P.L. 93-415, Section 223(a)(12)(A), in contracted private facilities that the department of inspections and appeals has authority to inspect.

d. Through written agreement, the department of human services shall provide information to the division on holdings relative to P.L. 93-415, Section 223(a)(12)(A), in state institutions that the department of human services administers.

1.2(3) Inquiries shall be directed to the division, the CJJPAC or the JJAC, Lucas State Office Building, Des Moines, Iowa 50319. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

428—1.3(216A) Function and activity of the CJJPAC. The CJJPAC is established by Iowa Code section 216A.132 and is charged with the responsibility to identify and analyze justice system issues of concern; develop and assist others in implementing recommendations and plans for system improvement; and provide for a clearinghouse of justice system information to coordinate with data resource agencies and to assist others in the use of justice system data. The CJJPAC shall advise the division on its administration of state and federal grants and appropriations and shall carry out other functions consistent with the intent of Iowa Code chapter 216A, subchapter 9.

428—1.4(216A) Function and activity of the JJAC. The JJAC is established through executive order pursuant to P.L. 93-415 to advise the division on juvenile justice issues; make recommendations to the governor and legislature; review and comment on the division's reporting of Iowa's compliance with the requirements of P.L. 93-415, Sections 223(a)(12), (13), (14) and (23); advise the division on its administration of state and federal grants and appropriations; supervise the division's administration of the Juvenile Justice and Delinquency Prevention Act formula grant and Title V delinquency prevention programs established in P.L. 93-415; and carry out other functions consistent with the intent of P.L. 93-415.

428—1.5(216A) CJJPAC and JJAC meetings.

1.5(1) Notice of meetings of the CJJPAC and the JJAC shall be published 24 hours in advance of the meeting and will be mailed to interested persons upon request. The notice shall contain the specific date, time, and place of the meeting. Agendas shall be available by mail from the division to any interested persons if requested not less than five days in advance of the meeting. All meetings shall be open to the public, unless a closed session is voted by two-thirds of the entire membership or by all members present for one of the reasons specified in Iowa Code section 21.5. Special or electronic meetings may be called by the chair upon a finding of good cause and shall be held in accordance with Iowa Code section 21.8. CJJPAC or JJAC meetings shall be governed by the following procedures:

a. Persons wishing to appear before the CJJPAC or the JJAC shall submit the request to the respective council not less than five days prior to the meeting. Presentations may be made at the discretion of the respective chair and only upon matters appearing on the agenda.

b. Persons wishing to submit written material shall do so at least five days in advance of the scheduled meeting to ensure that CJJPAC or JJAC members have adequate time to receive and evaluate the material.

c. At the conclusion of each meeting, a time, date and place of the next meeting shall be set unless such meeting was previously scheduled and announced.

d. Cameras and recording devices may be used at open meetings provided they do not obstruct the meeting. The chair may request a person using such a device to discontinue its use when it is obstructing the meeting. If the person fails to comply with this request, the presiding officer shall order that person excluded from the meeting.

e. The chair may exclude any person from the meeting for repeated behavior that disrupts or obstructs the meeting.

f. Other meeting protocol and procedures consistent with this subrule and Iowa Code chapter 21 may be established by the CJPAC or the JJAC through bylaws approved by a majority of the members of the council subject to the bylaws.

1.5(2) Minutes of CJPAC or JJAC meetings are prepared and are available for inspection at the division office during business hours. Copies may be obtained without charge by contacting the office.

1.5(3) The CJPAC or JJAC may form committees to carry out those duties as are assigned by the respective council. Meetings of the committees shall conform to the conditions governing the respective full councils as listed in subrule 1.5(1).

These rules are intended to implement Iowa Code chapter 17A, Iowa Code sections 216A.131 to 216A.136, and section 232.190 as amended by 2000 Iowa Acts, Senate File 2429, and Public Law 93-415.

[Filed 3/15/91, Notice 2/6/91—published 4/3/91, effective 5/8/91]

[Filed emergency 6/22/00 after Notice 5/17/00—published 7/12/00, effective 6/22/00]

CHAPTER 2

PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

428—2.1(22) Adoption by reference. The council adopts by reference 421—Chapter 2, Iowa Administrative Code.

428—2.2(22) Custodian of records. The custodian for the records maintained by this division is the division administrator.

These rules are intended to implement Iowa Code chapter 17A and sections 22.11 and 216A.131 to 216A.136.

[Filed emergency 8/19/88 after Notice 5/18/88—published 9/7/88, effective 8/19/88]

[Filed 3/15/91, Notice 2/6/91—published 4/3/91, effective 5/8/91]

CHAPTER 3

JUVENILE JUSTICE YOUTH DEVELOPMENT PROGRAM

[Prior to 3/4/92, see Children, Youth and Families Division, 425—Chapter 7]

[Prior to 7/12/00, see 428—Chapters 3 to 5]

428—3.1(216A,232) Definitions. As used in this chapter:

“Administrator” means the administrator of the division of criminal and juvenile justice planning within the department of human rights.

“Applicant” means a city, county or other designated eligible entity preparing and submitting an application for funding through this program.

“Application” means a request to the division for funding that complies with federal and state requirements.

“Criminal and juvenile justice planning advisory council (CJPAC)” means the advisory council established in Iowa Code section 216A.132.

“Decategorization,” as established in Iowa Code section 232.188, means the department of human services’ program whereby approved counties are permitted to pool their allocations of designated state and federal child welfare and juvenile justice funding streams, establish local planning and governance structures, and design and implement service systems that are more effective in meeting local needs.

“Decategorization governance board” means the board required to provide direction and governance for a decategorization project, pursuant to Iowa Code section 232.188.

“Division” means the division of criminal and juvenile justice planning within the department of human rights.

“Formula-based allocation” means a process that uses a formula to determine funding amounts to units of government or local public planning entities on a statewide basis.

“Grant review committee” means a committee established by the JJAC, the CJJPAC or the division to review and rank applications for funding. Individuals who are not members of the JJAC or the CJJPAC may serve on this committee.

“Justice Research and Statistics Association (JRSA)” is a national nonprofit organization that provides a clearinghouse of current information on state criminal justice research, programs, and publications.

“Juvenile Accountability Incentive Block Grant (JAIBG)” means a federally funded program to provide state and local governments funds to develop programs to reduce delinquency, improve the juvenile justice system, and increase accountability for juvenile offenders.

“Juvenile crime prevention community grants” means the community grant fund program established in Iowa Code section 232.190 as amended by 2000 Iowa Acts, Senate File 2429, and the federal Title V delinquency prevention program.

“Juvenile justice advisory council (JJAC)” means the state advisory group described in P.L. 93-415, Section 223(a)(3), and established through executive order to oversee the administration of the JJDP formula grants in Iowa.

“Juvenile Justice and Delinquency Prevention Act (JJDP)” means the federal Act, P.L. 93-415.

“Law enforcement expenditures” means the expenditures associated with police, prosecutorial, legal, and judicial services, and corrections as reported by the units of local government to the U.S. Census Bureau during the Census of Governments.

“Local public planning entities” means entities that have a local governance structure to plan, develop and coordinate services for children and families, and provide for implementation of services for children and families. Examples of local public planning entities include, but are not limited to, units of local government such as cities or counties, decategorization governance boards, community empowerment area boards, and school districts.

“Office of Juvenile Justice and Delinquency Prevention (OJJDP)” means the federal office within the U.S. Department of Justice that administers the Juvenile Justice and Delinquency Prevention Act and JAIBG.

“State juvenile crime enforcement coalition (JCEC)” means a group of individuals that

develops a state plan to achieve the goals of JAIBG. The CJPAC and the JJAC shall jointly act as the state JCEC.

“Subgrantee” means any applicant receiving funds through this program from the division.

“Title V delinquency prevention grants” means Title V, Sections 501-506, “Incentive Grants for Local Delinquency Prevention Programs Act,” of the JJDP.

“Unit of local government” means a county, township, city, or political subdivision of a county, township, or city that is a unit of local government as determined by the Secretary of Commerce for general statistical purposes, and the recognized governing body of an Indian tribe that carries out substantial governmental duties and powers.

428—3.2(216A,232) Purpose and goals.

3.2(1) The purpose of the juvenile justice and youth development program is to assist the state in the establishment and operation of juvenile crime prevention programs; provide for greater accountability in the juvenile justice system; implement a results framework that promotes youth development; and comply with the JJDP core requirements regarding the deinstitutionalization of status offenders, sight and sound separation of adults and juveniles in secure facilities, prohibitions on the use of adult jails to hold juveniles, and the disproportionate confinement of minority youth.

3.2(2) The primary goal of the coordinated juvenile justice and prevention program is to promote positive youth development by helping communities provide their children, families, neighborhoods, and institutions with the knowledge, skills, and opportunities necessary to foster healthy and nurturing environments that support the growth and development of productive and responsible citizens. Other specific goals of this program are to reduce youth violence, truancy, involvement in criminal gangs, substance abuse and other delinquent behavior.

428—3.3(216A,232,PL93-415) Program funding distribution. The division shall distribute funds available for this program through the following methods:

1. Competitive grants.
2. Formula-based allocations.
3. Sole source contracts.

Funding through any of these methods may be on an annual or multiyear basis.

428—3.4(216A,232,PL93-415) Competitive grants.

3.4(1) Application announcement. The administrator of the division shall announce through public notice the opening of any competitive grant application process. The announcement shall provide potential applicants with information that describes eligibility conditions, purposes for which the program funding shall be available, application procedures, and all relevant time frames established for proposal submittal and review, grant awards, and grant expenditure periods.

3.4(2) Preapplication. The division may request potential applicants to submit a preapplication summary of their proposal. If a preapplication is required, the division shall provide all potential applicants with sufficient information detailing the extent of the preapplication and the criteria for review. Preapplications received in a timely manner shall be presented to the grant review committee for screening. The committee shall use the same ranking system for each preapplication.

It shall be based on the criteria provided to the applicant through the division activities specified in subrule 3.4(1). Applicants shall be notified in writing of the screening decisions.

3.4(3) *Content of applications.* Required elements of the applications shall be published in the request for applications and shall be based on a point system established by the division that reflects the requirements of federal and state funding sources. The division shall develop the application and selection criteria.

3.4(4) *Application review and selection process.* The division shall conduct a preliminary review of each application to ensure that the applicant is eligible and the application is complete. All applications that are submitted in a timely manner by eligible applicants and contain the necessary information shall be presented to the grant review committee. Members of the grant review committee shall review each application and shall assign numerical scores to each application using criteria and point values established by the division and listed in the request for applications. The rank order of scores assigned to the applications by the review committee shall be the basis for funding recommendations for each application reviewed. The grant review committee shall forward their funding recommendations for approval and final award decisions pursuant to rule 428—3.7(216A,232,PL93-415). Decisions to make final awards shall be consistent with applicable state and federal program requirements.

3.4(5) *Conflict of interest.* Persons shall not serve on the grant review committee or otherwise participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, grant, cooperative agreement, claim, controversy, or other particular matter in which funds administered by the division are used when, to the person's knowledge, the person or a member of the person's immediate family, a partner, an organization in which the person is serving as an officer, director, trustee, partner, or employee or any person or organization with whom the person is negotiating or has any arrangement concerning prospective employment, or has a financial interest of less than an arms-length transaction. If a person's agency or organization submits an application, the person shall not be present when the grant review committee's recommendations are acted upon by the JJAC or the CJPAC.

428—3.5(216A,232,PL93-415) Formula-based allocations.

3.5(1) *Funding recipients.* Only units of local government and local public planning entities may be considered eligible applicants to receive funding through this distribution method. The determination of which units of local government and local public planning entities are eligible applicants shall be made according to the state or federal law or regulation that makes funding available to the division for this distribution method. When such a determination is not established in law or regulation, the administrator shall make the determination with the advice of the CJPAC and the JJAC.

3.5(2) *Formula to determine individual allocation amounts.* Allocation amounts to individual units of local government or local public planning entities shall be calculated according to the state or federal law or regulation that makes funding available to the division for this distribution method. When an allocation formula for funding to be distributed by the division is not established in this chapter or other law or regulation, the division shall calculate allocations based on a formula determined by the administrator. The formula shall be based on the number of children residing in the respective areas and may also be based on poverty rates, delinquency rates and other data

relevant to child and family well-being. Application materials provided to the eligible units of local government or local public planning entities shall specify the formula used to calculate the allocation.

3.5(3) *Application procedures and requirements.*

a. Each unit of local government or local public planning entity that is eligible to be an applicant for funds pursuant to 3.5(1) shall be contacted by the division and provided an application that must be completed by the applicant prior to the applicant's receipt of the allocation.

b. The application may require the submission of a comprehensive plan to prevent and reduce juvenile crime that reflects the purposes and goals in rule 428—3.2(216A,232) and that structures the coordination and collaboration of other relevant community programs and activities. Evidence of such coordination and collaboration may be required to include assurances and documentation that the plan for this program was developed to include, or be an integral part of, other areawide plans related to, for example, child welfare, substance abuse, health, or education.

c. The application may require documentation that the application was completed with the participation of representatives from, for example, law enforcement, county attorneys, county and city governments, and health, human services, education and community service agencies.

d. The application may also require the applicant to certify and make assurances regarding policies and practices related to, but not limited to, funding eligibility, program purposes, service delivery and planning and administration capacities.

e. Each notified applicant shall submit the required information by the deadline established and announced by the division. The division reserves the right to extend the deadline.

f. Following its receipt and approval of a completed application, the division shall offer the applicant a contract authorizing the obligation of funds. These rules and all applicable state and federal laws and regulations shall become part of the contract by reference.

3.5(4) *Allocations declined, waived or combined.*

a. As allowed by federal or state law, when an eligible local public planning entity or unit of local government declines to submit an application for funds, such funds shall be retained by the division to be reallocated among all participating units of local government or local public planning entities or to be otherwise distributed for the development of services that have a statewide impact.

b. As allowed by federal or state law, the division may permit an eligible unit of local government to waive its right to a direct allocation and request that its allocation be awarded to and expended for its benefit by a larger or contiguous unit of local government or local public planning entity. A written waiver shall be required from the unit of local government that waives its right to a direct allocation and names a requested unit of local government or local public planning entity to receive and expend the funds. The unit of local government or local public planning entity receiving the funds must agree, in writing, to accept the redirected funds, to carry out all planning and application requirements and to serve as the fiscal agent for receiving the waived allocation. The division's instructions to eligible applicants shall describe the procedures required to implement this subrule.

c. As allowed by federal or state law, the division may permit applicants to enter into regional

coalitions by planning for and utilizing combined allocations from the participating units of local government or local public planning entities. A unit of local government or local public planning entity shall serve as the applicant and fiscal agent for purposes of carrying out planning and application requirements, and for receiving the allocation and obligating and expending funds for the benefit of the combined units. The division's instructions to eligible applicants shall describe the process to implement this subrule.

428—3.6(216A,232,PL93-415) Sole source contracts. The division may determine, because of the nature of a certain problem or desired programmatic response, that a competitive grant or formula-based allocation process would not be the most appropriate or expeditious process through which to award funds. In such cases, the division may seek out a potential subgrantee with which it can develop a sole source contract for services. The division shall be alert to organizational conflicts of interest and noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. The division's awarding and administration of any sole source contract shall be governed by all relevant state and federal laws and regulations.

428—3.7(216A,232,PL93-415) Program funding sources and related provisions.

3.7(1) Sources of funding for this program may include juvenile crime prevention community grants, JJDP formula grants, JAIBG funds and other funds made available to the division for the purpose of this program. The division may combine funding from these federal and state appropriations and grant programs to distribute through any of the methods outlined in 428—3.3(216A,232,PL93-415).

3.7(2) Juvenile crime prevention community grants.

a. These funds, when available, shall be distributed according to the provisions of 428—3.5(216A,232,PL93-415).

b. The decategorization governance boards established in Iowa Code section 232.188 shall be the eligible recipients of these funds.

c. The administrator may approve applications for these funds except that the JJAC may exercise approval authority over those applications that will be funded in whole or in part with federal Title V delinquency prevention grants.

d. The CJJPAC and the JJAC shall advise the division on its administration of these funds.

3.7(3) JJDP formula grants.

a. The JJAC shall determine the amounts of these funds, when available, that are to be distributed according to the provisions of 428—3.3(216A,232,PL93-415).

b. The JJAC shall determine any specific purposes for which this funding shall be distributed through the provisions of 428—3.4(216A,232,PL93-415) and 428—3.6(216A,232, PL93-415).

c. The JJAC may review and exercise approval authority over any applications for these funds distributed through the provisions of 428—3.4(216A,232,PL93-415).

d. The administrator may approve applications for these funds when distributed through the provisions of 428—3.5(216A,232,PL93-415) and 428—3.6(216A,232, PL93-415).

3.7(4) Determination of JAIBG funding amounts to be distributed when available.

a. OJJDP determines the amount of JAIBG funds that the division will distribute to units of

local government through the provisions of 428—3.5(216A,232,PL93-415).

b. The state JCEC may determine an amount and the purposes of JAIBG funds to be distributed through the provisions of 428—3.4(216A,232,PL93-415) and 428—3.6(216A,232,PL93-415) and the amount of JAIBG funds to be distributed to local public planning entities through the provisions of 428—3.5(216A,232,PL93-415).

3.7(5) JAIBG funding for units of local government.

a. Each year JAIBG funding is available, the division shall conduct a review of state and local juvenile justice expenditures to determine the primary financial burden for the administration of juvenile justice within the state of Iowa. If, after conducting this review, the state's financial burden in the program purpose areas is greater than 50 percent of the expenditures, the division may request OJJDP's approval to distribute to units of local government a lower percentage of the available funding than the percentage initially established by Congress for units of local government. The division shall consult with units of local government or organizations representing such units prior to submitting such a request.

b. The JAIBG allocations for individual units of local government shall be determined by a formula set by Congress which is based on a combination of law enforcement expenditures for each unit of local government and the number of Uniform Crime Report Part 1 violent crime reports by each unit of local government. Two-thirds of each unit of local government's allocation will be based on the law enforcement expenditure data and one-third will be based on the reported violent crime data, in the same ratio to the aggregate of all other units of general local government in the state.

c. To apply the formula set by Congress, the division shall use data collected by the U.S. Census Bureau pertaining to law enforcement expenditures and the Federal Bureau of Investigation pertaining to reported Part 1 violent crime, as compiled by the JRSA, and the department of public safety (DPS) of the state of Iowa.

d. If data, as compiled by JRSA, indicates that units of local government have not reported law enforcement expenditures, or have reported only partial law enforcement expenditures, the division may request complete law enforcement expenditure reports directly from the affected units of local government to determine the correct allocation. If no additional information is received from local units of government within 15 calendar days after requesting such expenditure reports, the division shall use the data as presented by JRSA.

e. If data, as compiled by JRSA, indicates that units of local government have not reported crime data to the DPS or have reported only partial crime data, the division may request complete violent crime data directly from the affected units of local government to determine the correct allocation. If no additional data is received from local units of government within 15 calendar days after requesting such data, the division shall use the data as presented by JRSA.

f. No unit of local government shall receive an allocation that exceeds 100 percent of the law enforcement expenditures of such unit as reported to the Census Bureau.

g. In order to qualify for JAIBG funds, a unit of local government's allocation must be \$5,000 or more. If, based on the formula, the allocation for a unit of local government is less than \$5,000 during a fiscal year, the amount shall be distributed by the division to the local decategorization governance board for those areas encompassing the unit of local government, as described in

subrule 3.7(6).

3.7(6) JAIBG funding for local public planning entities. In any year in which JAIBG funds are available and the state JCEC determines an amount of these funds to be distributed through the provisions of 428—3.5(216A,232,PL93-415), the division may make such funds available to local decategorization governance boards. The division shall calculate allocations to each of the decategorization governance boards based on the number of children aged 5 to 17 years residing in the respective areas. The most recent available population data for children aged 5 to 17 years shall be used to calculate the allocations. In any year in which the division makes JAIBG funds available to local decategorization governance boards, the division shall make funds available to any county that is not participating in decategorization. The division shall calculate allocations to each county that is not participating in decategorization based on the number of children aged 5 to 17 years residing in the respective areas. The most recent available population data for children aged 5 to 17 years shall be used to calculate the allocations.

3.7(7) Other funds. When funds other than those provided for in subrules 3.7(2) through 3.7(6) are made available to the division for the purposes of this program, the division shall distribute such funds through the provisions of this chapter. With the advice of the JJAC and the CJPAC, the division shall, consistent with applicable state and federal law and regulation, determine the distribution methods, eligible applicants and any allocation formulas to be used when making such funding available.

428—3.8(216A,232) Appeals.

3.8(1) Applicants choosing to appeal funding decisions must file a written appeal with the administrator within ten calendar days of the postmarked date of the written notification of the program's funding decisions.

3.8(2) All letters of appeal shall clearly state the reason(s) for the appeal and evidence of the reason(s) stated. Reason(s) for appeal must be based on a contention that the rules and procedures governing the funding process have not been applied properly. All appeals must clearly state in what manner the division failed to follow the rules of the selection process as governed by these administrative rules or procedures outlined in the application materials provided to all applicants by the division. The letter of appeal must also describe the remedy being sought.

3.8(3) If an appeal is filed within the ten calendar days, the division shall not enter into a contract with any applicant involved in the application process being appealed until the administrator has reviewed and decided on all appeals received in accordance with the criteria in subrules 3.8(1) and 3.8(2). The division administrator shall consider the information submitted by the appellant and relevant information from division staff when conducting the review. The review shall be conducted as expeditiously as possible so that all funds can be distributed in timely manner.

3.8(4) The decision of the division administrator shall represent the final division action for the purpose of implementing Iowa Code chapter 17A.

428—3.9(216A,232) Contract agreement.

3.9(1) *Contract offer.* Applicants shall be notified in writing of the division's intent to fund, contingent upon the funds available. The administrator shall have flexibility in determining which state and federal funds shall be utilized in awards and allocations to subgrantees. These rules and

all applicable state and federal laws and regulations become a part of the contract by reference.

3.9(2) *Preaward negotiation.* The applicant may be requested to modify the original application in the negotiation process. The division reserves the right to fund all or part of the applicant's application.

3.9(3) *Withdrawal of contract offer.* If the applicant and the division are unable to successfully negotiate a contract, the division may withdraw the award offer and redistribute program funds in a manner consistent with the provisions of rule 428—3.14(216A,232).

3.9(4) *Contract modifications.* The subgrantee or the division may request a modification or revision of the contract.

3.9(5) *Reimbursement of expenditures.* Funds are to be spent to meet program goals as provided in the contract. Expenditures shall be reimbursed pursuant to regular reimbursement procedures of the state of Iowa.

428—3.10(216A,232) Contract termination.

3.10(1) *Termination by subgrantee.* The contract may be terminated by the subgrantee at any time during the contract period by giving 30 days' notice to the division.

3.10(2) *Termination by the division.*

a. The division may terminate a contract upon ten days' notice when the subgrantee or any of its subcontractors fail to comply with the grant award stipulations, standards or conditions. The division may terminate a contract upon 30 days' notice when there is a reduction of funds by executive order.

b. Termination for convenience. The performance of work under the agreement may be terminated by the division in accordance with this clause in whole or, from time to time, in part whenever the division shall determine that such termination is in the best interest of the state. The division shall pay all reasonable costs associated with the agreement that the subgrantee has incurred up to the date of termination. The division shall not pay for any work that has not been done prior to the date of termination.

c. Termination for default. If the subgrantee fails to fulfill its obligations under this agreement properly or on time, or otherwise violates any provision of this agreement, the division may terminate the agreement by written notice to the subgrantee. The notice shall specify the acts of commission or omission relied on as cause for termination. All finished or unfinished products and services provided by the subgrantee shall, at the option of the division, become the state's property. The division shall pay the subgrantee fair and equitable compensation for satisfactory performance prior to receipt of notice of termination.

3.10(3) *Responsibility of subgrantee at termination.* Within 45 days of the termination, the subgrantee shall supply the division with a financial statement detailing all costs up to the effective date of the termination.

428—3.11(216A,232) Required reports.

3.11(1) Expenditure claim reports shall be required from subgrantees on provided forms. The division, pursuant to regular reimbursement procedures of the state of Iowa, shall reimburse subgrantees for actual expenditures specified in the approved budget.

3.11(2) Quarterly reports on program outcomes, program status and financial status shall be required from subgrantees on provided forms.

3.11(3) Other reports, including audit reports prepared by independent auditors, may be required by the division and specified in the request for applications or contract to assist in the monitoring and evaluation of programs.

3.11(4) Failure to submit required reports by the due date shall result in suspension of financial payments to the subgrantee by the division until such time as the reports are received. No new awards shall be made for continuation programs where there are delinquent reports from prior grants.

428—3.12(216A,232) Subgrantee records. Financial records, supporting documents, statistical records and all other records pertinent to the program shall be retained by the subgrantee in accordance with the following:

3.12(1) Records for any project shall be retained for three years after final closeout and audit procedures are completed and accepted by the division.

3.12(2) Representatives of the state auditor's office and the division shall have access to all books, accounts, documents, and other property belonging to or in use by a subgrantee pertaining to the receipt of funds under these rules.

428—3.13(216A,232) Allowable costs and cost restrictions.

3.13(1) Grant funds from this program shall be used to support only those activities and services specified and agreed to in the contract between the subgrantee and the division. The contract shall identify specific cost categories against which all allowable costs must be consistently charged.

3.13(2) Funds appropriated for this program shall not be expended for supplantation of federal, state, or local funds supporting existing programs or activities. Instructions for the application and acceptance of competitive grants, formula-based allocations, and sole source contracts may specify other cost limitations including, but not limited to, costs related to political activities, interest costs, fines, penalties, lawsuits or legal fees, and certain fixed assets and program equipment.

428—3.14(216A,232) Redistribution of funds. The division reserves the right to recapture and redistribute awarded funds based upon projected expenditures if it appears that funds shall not be expended by a subgrantee according to the conditions of the subgrantee's contract. Recaptured funds may be granted by the administrator to other applicants or subgrantees for services and activities consistent with the purposes and goals of the program.

428—3.15(216A,232) Compliance with state and federal laws. In acceptance of a grant, the subgrantee shall agree to comply with all applicable state and federal rules and laws including, but not limited to, the JJDPA.

428—3.16(216A,232) Immunity of state and agencies. The subgrantee shall defend and hold harmless the state and any federal funding source for the state from liability arising from the subgrantee's performance or attempted performance of its contract, and the subgrantee's activities with subcontractors and all other third parties.

These rules are intended to implement Iowa Code chapter 17A, Iowa Code sections 216A.131 to 216A.136, and section 232.190 as amended by 2000 Iowa Acts, Senate File 2429, and Public

Laws 93-415 and 105-119.

[Filed emergency 8/5/88—published 8/24/88, effective 8/5/88]

[Filed 2/12/92, Notice 1/8/92—published 3/4/92, effective 4/8/92]

[Filed emergency 6/17/94—published 7/6/94, effective 6/17/94]

[Filed emergency 6/9/95—published 7/5/95, effective 6/9/95]

[Filed emergency after Notice 6/23/98—published 7/15/98, effective 7/15/98]

[Filed emergency 2/19/99—published 3/10/99, effective 2/19/99]

[Filed emergency 6/22/00 after Notice 5/17/00—published 7/12/00, effective 6/22/00]

Monitoring Timeline

The following timetable delineates activities completed in the annual monitoring cycle. Certain activities are listed under a given month, but may take place before or after the listed month.

Ongoing Monthly Activities

- Collect Monthly Statistical Reports and Jail & Lock-up Certification Reports from the Department of Corrections, Jail Inspection Unit through its online reporting tool;
- Collect monthly juvenile detention hold statistics from juvenile detention centers through the online reporting tool; and,
- Contact facilities to determine accuracy and compliance on any questionable data.

October Activities

- Begin visiting secure facilities identified in the Monitoring Universe (juvenile detention, juvenile corrections, county jails, municipal lock-ups, court holding facilities, secure mental health facilities, and secure residential group care facilities) to determine compliance with the core requirements of DSO, jail removal, and sight and sound separation;
- Visit and survey county jails and municipal police departments to identify which want to apply for the use of the “Rural Exception”; and,
- Collect vital data from secure residential group care facilities, mental health facilities, municipal lock-ups, juvenile corrections, juvenile court holding facility.

November Activities

- As weather permits continue visiting secure facilities identified in the Monitoring Universe (juvenile detention, juvenile corrections, county jails, municipal lock-ups, court holding facilities, secure mental health facilities, and secure residential group care facilities) to determine compliance with the core requirements of DSO, jail removal, and sight and sound separation.

December Activities

- As weather permits continue visiting secure facilities identified in the Monitoring Universe (juvenile detention, juvenile corrections, county jails, municipal lock-ups, court holding facilities, secure mental health facilities, and secure residential group care facilities) to

determine compliance with the core requirements of DSO, jail removal, and sight and sound separation.

January Activities

- The legislative session begins, and feedback is provided to the legislature on bills that could have implications with Iowa's compliance with the JJDPa; and,
- As weather permits conclude visiting secure facilities identified in the Monitoring Universe (juvenile detention, juvenile corrections, county jails, municipal lock-ups, court holding facilities, secure mental health facilities, and secure residential group care facilities) to determine compliance with the core requirements of DSO, jail removal, and sight and sound separation.

February Activities

- The legislative session continues, and feedback is provided to the legislature on bills that could have implications with Iowa's compliance with the JJDPa; and,
- Prepare, finalize, and submit the annual Compliance Monitoring Report for the JJDPa.

March Activities

- An overview of the Compliance Monitoring report is provided to the Juvenile Justice Advisory Council (the State of Iowa's SAG) during their annual March meeting; and,
- The legislative session continues, and feedback is provided to the legislature on bills that could have implications with Iowa's compliance with the JJDPa.

April Activities

- Begin visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1; and,
- The legislative session concludes, and feedback is provided to the legislature on bills that could have implications with Iowa's compliance with the JJDPa.

May Activities

- Continue visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1.

June Activities

- Continue visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1.

July Activities

- Continue visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1.

August Activities

- Continue visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1.

September Activities

- Conclude visiting city police departments not certified by the State Jail Inspection Unit to determine if departments are maintaining non-certified holding cells in accordance with Iowa Administrative Code §201, Chapter 51.1; and,
- Develop list of facilities to make on-site data verification visits to during the next federal fiscal year.

Procedures for ensuring Compliance

In addition to reporting any violations of the JJDPa to OJJDP, violations of both state and federal requirements are reported to the licensing agencies in the state. For juvenile serving agencies this is the Department of Human Services (DHS) and for adult facilities this is the Department of Corrections (DOC). The first step to stop violations is to work with the offending agency to educate its staff, administration and local officials why the violation was a non-compliant hold, how to avoid further violations, and the potential legal ramifications of non-compliant holds. If the agency continues to show a disregard for compliance with the requirements of the JJDPa and state code, CJJP would work with the appropriate agency, either DHS or DOC, to ensure that the offending agency discontinued the non-compliant holds. This could include placing provisions on or suspending the agency's operating licenses. There has been a tendency for agencies to want to comply with both federal and state requirements regarding the detention of juveniles; the first step has historically been sufficient to stop non-compliant holds at an agency. The precedent setting case of Hendrickson v. Griggs provides law enforcement agencies with the incentive to comply with the JJDPa and state code.⁵

Barriers and Strategies

One of the barriers that the state faces is turnover of facility staff. When experienced and educated staffs leave a position and are replaced by inexperienced and uneducated staffs, it creates the potential for violations of both the JJDPa and state code. The first strategy to prevent this is to continue providing training at any opportunity available. This helps to educate both front line workers about the requirements of the JJDPa and state code and those in the position to make executive decisions (e.g. County Sheriff, Chief of Police, executive staffs, Jail Administrators). If the state has provided information to front line staffs on the requirements of the JJDPa and state code, and educated executive staff who are able to make well-informed decisions, it will reduce the number of violations in the state. The second strategy is to try to make sure agencies and facilities know where to turn to when they have questions. This ensures that they have the best information available to make decisions.

A second barrier is the small number of juveniles handled in small communities. This has both a positive and negative effect. The positive is the small number of juveniles processed. The negative is that as these youth are not the typical inmate dealt with, and the facility staffs lack the

⁵ Hendrickson v. Griggs, 672 F.Supp.1126 (N.D. Iowa 1987)
Iowa Compliance Monitoring Manual

experience on how to handle these youth. Once again the best strategy to overcome this barrier is continued education.

Yet another barrier is misconceptions of juvenile crime. Many hold perceptions not based on research, but on their observations, the perceptions of others, and what has been shown by the media. These perceptions may lead to beliefs such as “there is no difference between a juvenile and adult offender, other than their age”, “once a juvenile has started down the criminal path there is no turning back”, “the juvenile court is ineffective”, and “today’s juveniles are completely out of control”. It is a potential risk that these types of perceptions will lead to violations of the JJDPA and state code as youth are handled with a “heavy hand”. Once again the most effective tool to alleviate these potential situations is through education.

Definition of Terms

Iowa’s definitions do not differ from the federal definitions. As a result of Hendrickson v. Griggs, in the late 1980’s Iowa used the federal definitions as it reworked its juvenile state code to achieve compliance with the JJDPA.⁶

Iowa defines a juvenile in possession of alcohol as a delinquent act; however, the secure confinement of juveniles for this offense is prohibited in Iowa. This is defined in Iowa Code §123.47 and §232.22(8):

Iowa Code §123.47(2) PERSONS UNDER LEGAL AGE -- PENALTY.

- a. Except for the purposes described in subsection 3, a person who is the owner or lessee of, or who otherwise has control over, property that is not a licensed premises, shall not knowingly permit any person, knowing or having reasonable cause to believe the person to be under the age of eighteen, to consume or possess on such property any alcoholic liquor, wine, or beer.
- b. A person who violates this subsection commits the following:
 - (1) For a first offense, a simple misdemeanor punishable as a scheduled violation under section 805.8C, subsection 8.
 - (2) For a second or subsequent offense, a simple misdemeanor punishable by a fine of five hundred dollars.
- c. This subsection shall not apply to any of the following:
 - (1) A landlord or manager of the property.
 - (2) A person under legal age who consumes or possesses any alcoholic liquor, wine, or beer in connection with a religious observance, ceremony, or rite.

Iowa Code §232.22(8)

Notwithstanding any other provision of the Code to the contrary, a child shall not be placed in detention for a violation of §123.47, or for failure to comply with a dispositional order which provides for performance of community service for a violation of §123.47.

Iowa Code §232.22(2) DEFINITIONS

5. “Child” means a person under eighteen years of age.
6. “Child in need of assistance” means an unmarried child:

⁶ Hendrickson v. Griggs, 672 F.Supp.1126 (N.D. Iowa 1987)
Iowa Compliance Monitoring Manual

- a. Whose parent, guardian, or other custodian has abandoned or deserted the child.
- b. Whose parent, guardian, other custodian, or other member of the household in which the child resides has physically abused or neglected the child, or is imminently likely to abuse or neglect the child.
- c. Who has suffered or is imminently likely to suffer harmful effects as a result of any of the following:
 - (1) Mental injury caused by the acts of the child's parent, guardian, or custodian.
 - (2) The failure of the child's parent, guardian, custodian, or other member of the household in which the child resides to exercise a reasonable degree of care in supervising the child.
 - (3) The child's parent, guardian, or custodian, or person responsible for the care of the child, as defined in section 232.68, has knowingly disseminated or exhibited obscene material as defined in section 728.1 to the child.
- d. Who has been, or is imminently likely to be, sexually abused by the child's parent, guardian, custodian, or other member of the household in which the child resides.
- e. Who is in need of medical treatment to cure, alleviate, or prevent serious physical injury or illness and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.
- f. Who is in need of treatment to cure or alleviate serious mental illness or disorder, or emotional damage as evidenced by severe anxiety, depression, withdrawal, or untoward aggressive behavior toward self or others and whose parent, guardian, or custodian is unwilling to provide such treatment.
- g. Whose parent, guardian, or custodian fails to exercise a minimal degree of care in supplying the child with adequate food, clothing, or shelter and refuses other means made available to provide such essentials.
- h. Who has committed a delinquent act as a result of pressure, guidance, or approval from a parent, guardian, custodian, or other member of the household in which the child resides.
- i. Who has been the subject of or a party to sexual activities for hire or who poses for live display or for photographic or other means of pictorial reproduction or display which is designed to appeal to the prurient interest and is patently offensive; and taken as a whole, lacks serious literary, scientific, political, or artistic value.
- j. Who is without a parent, guardian, or other custodian.
- k. Whose parent, guardian, or other custodian for good cause desires to be relieved of the child's care and custody.
- l. Who for good cause desires to have the child's parents relieved of the child's care and custody.
- m. Who is in need of treatment to cure or alleviate chemical dependency and whose parent, guardian, or custodian is unwilling or unable to provide such treatment.

- n. Whose parent's or guardian's mental capacity or condition, imprisonment, or drug or alcohol abuse results in the child not receiving adequate care.
 - o. In whose body there is an illegal drug present as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian. The presence of the drug shall be determined in accordance with a medically relevant test as defined in section 232.73.
 - p. Whose parent, guardian, custodian, or other adult member of the household in which a child resides does any of the following: unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance in the presence of a child; or knowingly allows such use, possession, manufacture, cultivation, or distribution by another person in the presence of a child; possesses a product with the intent to use the product as a precursor or an intermediary to a dangerous substance in the presence of a child; or unlawfully uses, possesses, manufactures, cultivates, or distributes a dangerous substance specified in subparagraph (2), subparagraph division (a), (b), or (c), in a child's home, on the premises, or in a motor vehicle located on the premises.
 - (1) For the purposes of this paragraph, "in the presence of a child" means in the physical presence of a child or occurring under other circumstances in which a reasonably prudent person would know that the use, possession, manufacture, cultivation, or distribution may be seen, smelled, ingested, or heard by a child.
 - (2) For the purposes of this paragraph, "dangerous substance" means any of the following:
 - (a) Amphetamine, its salts, isomers, or salts of its isomers.
 - (b) Methamphetamine, its salts, isomers, or salts of its isomers.
 - (c) A chemical or combination of chemicals that poses a reasonable risk of causing an explosion, fire, or other danger to the life or health of persons who are in the vicinity while the chemical or combination of chemicals is used or is intended to be used in any of the following:
 - (i) The process of manufacturing an illegal or controlled substance.
 - (ii) As a precursor in the manufacturing of an illegal or controlled substance.
 - (iii) As an intermediary in the manufacturing of an illegal or controlled substance.
 - (d) Cocaine, its salts, isomers, salts of its isomers, or derivatives.
 - (e) Heroin, its salts, isomers, salts of its isomers, or derivatives.
 - (f) Opium and opiate, and any salt, compound, derivative, or preparation of opium or opiate.
 - q. Who is a newborn infant whose parent has voluntarily released custody of the child in accordance with chapter 233.
7. "Complaint" means an oral or written report which is made to the juvenile court by any person and alleges that a child is within the jurisdiction of the court.

12. “Delinquent act” means:

- a. The violation of any state law or local ordinance which would constitute a public offense if committed by an adult except any offense which by law is exempted from the jurisdiction of this chapter.
- b. The violation of a federal law or a law of another state which violation constitutes a criminal offense if the case involving that act has been referred to the juvenile court.
- c. The violation of section 123.47 which is committed by a child.

29. “Juvenile” means the same as “child”. However, in the interstate compact for juveniles, section 232.173, “juvenile” means a person defined as a juvenile in the compact.

32. “Juvenile detention home” means a physically restricting facility used only for the detention of children.

34. “Juvenile shelter care home” means a physically unrestricting facility used only for the shelter care of children.

37. “Nonsecure facility” means a physically unrestricting facility in which children may be placed pursuant to a dispositional order of the court made in accordance with the provisions of this chapter.

48. “Secure facility” means a physically restricting facility in which children adjudicated to have committed a delinquent act may be placed pursuant to a dispositional order of the court.

50. “Shelter care” means the temporary care of a child in a physically unrestricting facility at any time between a child’s initial contact with juvenile authorities and the final judicial disposition of the child’s case.

55. “Taking into custody” means an act which would be governed by the laws of arrest under the criminal code if the subject of the act were an adult. The taking into custody of a child is subject to all constitutional and statutory protections which are afforded an adult upon arrest.

59. “Waiver hearing” means a hearing at which the court determines whether it shall waive its jurisdiction over a child alleged to have committed a delinquent act so that the state may prosecute the child as if the child were an adult.

Identification of Monitoring Universe

The Department of Corrections – State Jail Inspection Unit performs annual inspections and certification for all county jails and city lock-ups that maintain residential cells. Included in these annual inspections and certifications is a determination whether the facility has policy and procedures in place for the secure detainment of juveniles and whether the facility has the structural design to maintain sight and sound separation requirements for juveniles.

On a quarterly basis, copies of these certification reports are forwarded to the Iowa Division of Criminal and Juvenile Justice Planning (CJJP). CJJP maintains both a paper and electronic file to determine which licensed jails and lock-ups in the state are certified by the State Jail Inspector to securely detain juveniles in a manner that is in compliance with the mandates of the JJDPA. These certifications are one of the tools used to identify and classify the monitoring universe.

The Department of Inspections and Appeals performs annual inspections for all juvenile serving agencies in the state. From these inspection reports the Department of Human Services (DHS) determines whether these child serving agencies will be certified to provide residential housing for juveniles. CJJP downloads a listing of all youth serving agencies certified by DHS on an annual basis (<https://dhs.iowa.gov/sites/default/files/LicFacs.pdf>). CJJP uses this list to classify these child serving agencies.

The classification process includes determining the following:

- Facility Name
- Location
- Classification
 - Municipal Police Department
 - County Sheriff's Office
 - Juvenile Detention Center
 - Mental Health Institute
 - Residential Treatment Facility
 - Shelter
 - State Prison
 - State Training School
 - State University
 - Department of Public Safety – State Patrol
- Public/Private
- Adult/Juvenile
- Monitored (Yes/No)

Secure Detention and Correctional Facilities

Facility	Type	Population	Location
Central Iowa	Detention	Juvenile	Eldora
North Iowa	Detention	Juvenile	Waterloo
Northwest Iowa	Detention	Juvenile	Cherokee
Polk County	Detention	Juvenile	Des Moines
Scott County	Detention	Juvenile	Davenport

South Iowa	Detention	Juvenile	Montrose
Southwest Iowa	Detention	Juvenile	Council Bluffs
Woodbury County	Detention	Juvenile	Sioux City
Linn County	Detention	Juvenile	Cedar Rapids
State Training School	Corrections	Juvenile	Eldora
Anamosa Correctional	Corrections	Adult	Anamosa
Clarinda Correctional	Corrections	Adult	Clarinda
Fort Dodge Correctional	Corrections	Adult	Fort Dodge
Correctional Institute for Women	Corrections	Adult	Mitchellville
Medical and Classification Center	Corrections	Adult	Oakdale
Iowa State Penitentiary	Corrections	Adult	Fort Madison
Mount Pleasant Correctional	Corrections	Adult	Mount Pleasant
Newton Correctional	Corrections	Adult	Newton
North Central Correctional	Corrections	Adult	Rockwell City
John Bennett Unit	Corrections	Adult	Fort Madison

County Jails and Municipal Lock-Ups

Facility	Type	Population	Location
Adair County	Jail	Adult	Greenfield
Adams County	Jail	Adult	Corning
Allamakee County	Jail	Adult	Waukon
Appanoose County	Jail	Adult	Centerville

Audubon County	Jail	Adult	Audubon
Benton County	Jail	Adult	Vinton
Black Hawk County	Jail	Adult	Waterloo
Boone County	Jail	Adult	Boone
Bremer County	Jail	Adult	Waverly
Buchanan County	Jail	Adult	Independence
Buena Vista County	Jail	Adult	Storm Lake
Butler County	Jail	Adult	Allison
Carroll County	Jail	Adult	Carroll
Cass County	Jail	Adult	Atlantic
Cedar County	Jail	Adult	Tipton
Cerro Gordo County	Jail	Adult	Mason City
Cherokee County	Jail	Adult	Cherokee
Chickasaw County	Jail	Adult	New Hampton
Clarke County	Jail	Adult	Osceola
Clay County	Jail	Adult	Spencer
Clayton County	Jail	Adult	Elkader
Clinton County	Jail	Adult	Clinton
Crawford County	Jail	Adult	Denison
Dallas County	Jail	Adult	Adel
Davis County	Jail	Adult	Bloomfield

Decatur County	Jail	Adult	Leon
Delaware County	Jail	Adult	Manchester
Des Moines County	Jail	Adult	Burlington
Dickinson County	Jail	Adult	Spirit Lake
Dubuque County	Jail	Adult	Dubuque
Emmet County	Jail	Adult	Estherville
Fayette County	Jail	Adult	West Union
Floyd County	Jail	Adult	Charles City
Franklin County	Lock-Up	Adult	Hampton
Fremont County	Jail	Adult	Sidney
Greene County	Jail	Adult	Jefferson
Grundy County	Jail	Adult	Grundy Center
Guthrie County	Jail	Adult	Guthrie Center
Hamilton County	Jail	Adult	Webster City
Hancock County	Jail	Adult	Garner
Hardin County	Jail	Adult	Eldora
Harrison County	Jail	Adult	Logan
Henry County	Jail	Adult	Mt. Pleasant
Howard County	Jail	Adult	Cresco
Ida County	Jail	Adult	Ida Grove
Iowa County	Jail	Adult	Marengo

Jackson County	Jail	Adult	Maquoketa
Jasper County	Jail	Adult	Newton
Jefferson County	Jail	Adult	Fairfield
Johnson County	Jail	Adult	Iowa City
Jones County	Jail	Adult	Anamosa
Keokuk County	Jail	Adult	Sigourney
Kossuth County	Jail	Adult	Algona
Lee County	Jail	Adult	Montrose
Linn County	Jail	Adult	Cedar Rapids
Louisa County	Jail	Adult	Wapello
Lucas County	Lock-Up	Adult	Chariton
Lyon County	Jail	Adult	Rock Rapids
Madison County	Jail	Adult	Winterset
Mahaska County	Jail	Adult	Oskaloosa
Marion County	Jail	Adult	Knoxville
Marshall County	Jail	Adult	Marshalltown
Mills County	Jail	Adult	Glenwood
Mitchell County	Jail	Adult	Osage
Monona County	Jail	Adult	Onawa
Monroe County	Jail	Adult	Albia
Montgomery County	Jail	Adult	Red Oak

Muscatine County	Jail	Adult	Muscatine
O'Brien County	Jail	Adult	Primghar
Osceola County	Jail	Adult	Sibley
Page County	Jail	Adult	Clarinda
Palo Alto County	Jail	Adult	Emmetsburg
Plymouth County	Jail	Adult	Le Mars
Pocahontas County	Jail	Adult	Pocahontas
Polk County	Jail	Adult	Des Moines
Pottawattamie County	Jail	Adult	Council Bluffs
Poweshiek County	Jail	Adult	Montezuma
Ringgold County	Jail	Adult	Mount Ayr
Sac County	Jail	Adult	Sac City
Scott County	Jail	Adult	Davenport
Shelby County	Jail	Adult	Harlan
Sioux County	Jail	Adult	Orange City
Story County	Jail	Adult	Nevada
Tama County	Jail	Adult	Toledo
Taylor County	Jail	Adult	Bedford
Union County	Jail	Adult	Creston
Van Buren County	Jail	Adult	Keosauqua
Wapello County	Jail	Adult	Ottumwa

Warren County	Jail	Adult	Indianola
Washington County	Jail	Adult	Washington
Wayne County	Jail	Adult	Corydon
Webster County	Jail	Adult	Fort Dodge
Winnebago County	Jail	Adult	Forest City
Winneshiek County	Jail	Adult	Decorah
Woodbury County	Jail	Adult	Sioux City
Worth County	Jail	Adult	Northwood
Wright County	Jail	Adult	Clarion
Adel PD	Lock-Up	Adult	Adel
Altoona PD	Lock-Up	Adult	Altoona
Ames PD	Lock-Up	Adult	Ames
Ankeny PD	Lock-Up	Adult	Ankeny
Bettendorf PD	Lock-Up	Adult	Bettendorf
Boone PD	Lock-Up	Adult	Boone
Carter Lake PD	Lock-Up	Adult	Carter Lake
Cedar Falls PD	Lock-Up	Adult	Cedar Falls
Clive PD	Lock-Up	Adult	Clive
Coralville PD	Lock-Up	Adult	Coralville
De Witt PD	Lock-Up	Adult	De Witt
Dyersville PD	Lock-Up	Adult	Dyersville

Grinnell PD	Lock-Up	Adult	Grinnell
Indianola PD	Lock-Up	Adult	Indianola
Iowa City PD	Lock-Up	Adult	Iowa City
Iowa Falls PD	Lock-Up	Adult	Iowa Falls
Johnston PD	Lock-Up	Adult	Johnston
Keokuk PD	Lock-Up	Adult	Keokuk
Marion PD	Lock-Up	Adult	Marion
Norwalk PD	Lock-Up	Adult	Norwalk
Oelwein PD	Lock-Up	Adult	Oelwein
Pella PD	Lock-Up	Adult	Pella
Perry PD	Lock-Up	Adult	Perry
Pleasant Hill PD	Lock-Up	Adult	Pleasant Hill
Polk City PD	Lock-Up	Adult	Polk City
Rock Valley PD	Lock-Up	Adult	Rock Valley
University of Iowa Dept. of Public Safety	Lock-Up	Adult	Iowa City
University of Northern Iowa DPS	Lock-Up	Adult	Cedar Falls
Urbandale PD	Lock-Up	Adult	Urbandale
Waterloo PD	Lock-Up	Adult	Waterloo
West Des Moines PD	Lock-Up	Adult	West Des Moines
Windsor Heights PD	Lock-Up	Adult	Windsor Heights

Co-Located Detention Facilities

Facility	Type	Population	Location
None			

Court Holding Facilities

Facility	Type	Population	Location
Linn County Juvenile Court Holding	Court Holding	Juvenile	Cedar Rapids

Non-Secure Facilities

Facility	Type	Population	Location
Ackley PD	Police Department	N/A	Ackley
Adair PD	Police Department	N/A	Adair
Afton PD	Police Department	N/A	Afton
Akron PD	Police Department	N/A	Akron
Albia PD	Police Department	N/A	Albia
Algona PD	Police Department	N/A	Algona
Anamosa PD	Police Department	N/A	Anamosa
Anita PD	Police Department	N/A	Anita
Aplington PD	Police Department	N/A	Aplington
Armstrong PD	Police Department	N/A	Armstrong
Arnolds Park PD	Police Department	N/A	Arnolds Park
Asbury PD	Police Department	N/A	Asbury
Atalissa PD	Police Department	N/A	Atalissa

Atlantic PD	Police Department	N/A	Atlantic
Audubon PD	Police Department	N/A	Audubon
Aurelia PD	Police Department	N/A	Aurelia
Avoca PD	Police Department	N/A	Avoca
Bancroft PD	Police Department	N/A	Bancroft
Baxter PD	Police Department	N/A	Baxter
Bedford PD	Police Department	N/A	Bedford
Belle Plaine PD	Police Department	N/A	Belle Plaine
Bellevue PD	Police Department	N/A	Bellevue
Belmond PD	Police Department	N/A	Belmond
Bloomfield PD	Police Department	N/A	Bloomfield
Blue Grass PD	Police Department	N/A	Blue Grass
Britt PD	Police Department	N/A	Britt
Buffalo Center PD	Police Department	N/A	Buffalo Center
Buffalo PD	Police Department	N/A	Buffalo
Burlington PD	Police Department	N/A	Burlington
Calmar PD	Police Department	N/A	Calmar
Camanche PD	Police Department	N/A	Camanche
Carlisle PD	Police Department	N/A	Carlisle
Carroll PD	Police Department	N/A	Carroll
Cascade PD	Police Department	N/A	Cascade

Cedar Rapids PD	Police Department	N/A	Cedar Rapids
Centerville PD	Police Department	N/A	Centerville
Chariton PD	Police Department	N/A	Chariton
Charles City PD	Police Department	N/A	Charles City
Charter Oak PD	Police Department	N/A	Charter Oak
Cherokee PD	Police Department	N/A	Cherokee
Clarence PD	Police Department	N/A	Clarence
Clarinda PD	Police Department	N/A	Clarinda
Clarion PD	Police Department	N/A	Clarion
Clarksville PD	Police Department	N/A	Clarksville
Clear Lake PD	Police Department	N/A	Clear Lake
Clermont PD	Police Department	N/A	Clermont
Clinton PD	Police Department	N/A	Clinton
Colfax PD	Police Department	N/A	Colfax
Columbus Junction PD	Police Department	N/A	Columbus Jct.
Conesville PD	Police Department	N/A	Conesville
Coon Rapids PD	Police Department	N/A	Coon Rapids
Correctionville PD	Police Department	N/A	Correctionville
Corydon PD	Police Department	N/A	Corydon
Council Bluffs PD	Police Department	N/A	Council Bluffs
Cresco PD	Police Department	N/A	Cresco

Creston PD	Police Department	N/A	Creston
Dallas Center PD	Police Department	N/A	Dallas Center
Davenport PD	Police Department	N/A	Davenport
Dayton PD	Police Department	N/A	Dayton
De Soto PD	Police Department	N/A	De Soto
Decorah PD	Police Department	N/A	Decorah
Delhi PD	Police Department	N/A	Delhi, IA
Denison PD	Police Department	N/A	Denison
Denver PD	Police Department	N/A	Denver
Des Moines PD	Police Department	N/A	Des Moines
Donnellson PD	Police Department	N/A	Donnellson
Dows PD	Police Department	N/A	Dows
Dubuque PD	Police Department	N/A	Dubuque
Duncombe PD	Police Department	N/A	Duncombe
Dunkerton PD	Police Department	N/A	Dunkerton
Dunlap PD	Police Department	N/A	Dunlap
Durant PD	Police Department	N/A	Durant
Dysart PD	Police Department	N/A	Dysart
Eagle Grove PD	Police Department	N/A	Eagle Grove
Earlham PD	Police Department	N/A	Earlham
Eldon PD	Police Department	N/A	Eldon

Eldora PD	Police Department	N/A	Eldora
Eldridge PD	Police Department	N/A	Eldridge
Elkader PD	Police Department	N/A	Elkader
E/J/S PD	Police Department	N/A	Ellsworth
Emmetsburg PD	Police Department	N/A	Emmetsburg
Epworth PD	Police Department	N/A	Epworth
Essex PD	Police Department	N/A	Essex
Estherville PD	Police Department	N/A	Estherville
Evansdale PD	Police Department	N/A	Evansdale
Exira PD	Police Department	N/A	Exira
Fairbank PD	Police Department	N/A	Fairbank
Fairfield PD	Police Department	N/A	Fairfield
Farley PD	Police Department	N/A	Farley
Farnhamville PD	Police Department	N/A	Farnhamville
Fayette PD	Police Department	N/A	Fayette
Fonda PD	Police Department	N/A	Fonda
Fontanelle PD	Police Department	N/A	Fontanelle
Forest City PD	Police Department	N/A	Forest City
Fort Madison PD	Police Department	N/A	Fort Madison
Fort Dodge PD	Police Department	N/A	Fort Dodge
Garnavillo PD	Police Department	N/A	Garnavillo

Garner PD	Police Department	N/A	Garner
Glenwood PD	Police Department	N/A	Glenwood
Gowrie PD	Police Department	N/A	Gowrie
Granger PD	Police Department	N/A	Granger
Greenfield PD	Police Department	N/A	Greenfield
Grundy Center PD	Police Department	N/A	Grundy Center
Guthrie Center PD	Police Department	N/A	Guthrie Center
Guttenberg PD	Police Department	N/A	Guttenberg
Hampton PD	Police Department	N/A	Hampton
Harlan PD	Police Department	N/A	Harlan
Hartley PD	Police Department	N/A	Hartley
Hawarden PD	Police Department	N/A	Hawarden
Hiawatha PD	Police Department	N/A	Hiawatha
Hinton PD	Police Department	N/A	Hinton
Hudson PD	Police Department	N/A	Hudson
Humboldt PD	Police Department	N/A	Humboldt
Huxley PD	Police Department	N/A	Huxley
Independence PD	Police Department	N/A	Independence
Janesville PD	Police Department	N/A	Janesville
Jefferson PD	Police Department	N/A	Jefferson
Jesup PD	Police Department	N/A	Jesup

Kanawha PD	Police Department	N/A	Kanawha
Kingsley PD	Police Department	N/A	Kingsley
Knoxville PD	Police Department	N/A	Knoxville
Lake City PD	Police Department	N/A	Lake City
Lake Mills PD	Police Department	N/A	Lake Mills
Lake Park PD	Police Department	N/A	Lake Park
Lake View PD	Police Department	N/A	Lake View
Lamoni PD	Police Department	N/A	Lamoni
Lansing PD	Police Department	N/A	Lansing
LaPorte City PD	Police Department	N/A	LaPorte City
Laurel PD	Police Department	N/A	Laurel
Laurens PD	Police Department	N/A	Laurens
LeClaire PD	Police Department	N/A	LeClaire
LeGrand PD	Police Department	N/A	LeGrand
LeMars PD	Police Department	N/A	LeMars
Lenox PD	Police Department	N/A	Lenox
Leon PD	Police Department	N/A	Leon
Lisbon PD	Police Department	N/A	Lisbon
Logan PD	Police Department	N/A	Logan
Long Grove PD	Police Department	N/A	Long Grove
Madrid PD	Police Department	N/A	Madrid

Manchester PD	Police Department	N/A	Manchester
Manilla PD	Police Department	N/A	Manilla
Manly PD	Police Department	N/A	Manly
Manning PD	Police Department	N/A	Manning
Manson PD	Police Department	N/A	Manson
Mapleton PD	Police Department	N/A	Mapleton
Maquoketa PD	Police Department	N/A	Maquoketa
Marcus PD	Police Department	N/A	Marcus
Marengo PD	Police Department	N/A	Marengo
Mar-Mac Police District	Police Department	N/A	Marquette
Marshalltown PD	Police Department	N/A	Marshalltown
Mason City PD	Police Department	N/A	Mason City
McCausland PD	Police Department	N/A	McCausland
Mechanicsville PD	Police Department	N/A	Mechanicsville
Melbourne PD	Police Department	N/A	Melbourne
Melcher-Dallas PD	Police Department	N/A	Melcher-Dallas
Merrill PD	Police Department	N/A	Merrill
Milford PD	Police Department	N/A	Milford
Missouri Valley PD	Police Department	N/A	Missouri Valley
Mitchellville PD	Police Department	N/A	Mitchellville
Monona PD	Police Department	N/A	Monona

Monroe PD	Police Department	N/A	Monroe
Monticello PD	Police Department	N/A	Monticello
Montrose PD	Police Department	N/A	Montrose
Moulton PD	Police Department	N/A	Moulton
Mount Vernon PD	Police Department	N/A	Mount Vernon
Moville PD	Police Department	N/A	Moville
Mount Pleasant PD	Police Department	N/A	Mount Pleasant
Muscatine PD	Police Department	N/A	Muscatine
Nashua PD	Police Department	N/A	Nashua
Nevada PD	Police Department	N/A	Nevada
New Albin PD	Police Department	N/A	New Albin
New Hampton PD	Police Department	N/A	New Hampton
New London PD	Police Department	N/A	New London
New Sharon PD	Police Department	N/A	New Sharon
New Vienna PD	Police Department	N/A	New Vienna
Newell PD	Police Department	N/A	Newell
Newton PD	Police Department	N/A	Newton
Nichols PD	Police Department	N/A	Nichols
Nora Springs PD	Police Department	N/A	Nora Springs
North Liberty PD	Police Department	N/A	North Liberty
Northwood PD	Police Department	N/A	Northwood

Odebolt PD	Police Department	N/A	Odebolt
Ogden PD	Police Department	N/A	Ogden
Okobojo PD	Police Department	N/A	Okobojo
Onawa PD	Police Department	N/A	Onawa
Orange City PD	Police Department	N/A	Orange City
Osage PD	Police Department	N/A	Osage
Osceola PD	Police Department	N/A	Osceola
Oskaloosa PD	Police Department	N/A	Oskaloosa
Otho PD	Police Department	N/A	Otho
Ottumwa PD	Police Department	N/A	Ottumwa
Panora PD	Police Department	N/A	Panora
Parkersburg PD	Police Department	N/A	Parkersburg
Peosta PD	Police Department	N/A	Peosta
Pleasantville PD	Police Department	N/A	Pleasantville
Pocahontas PD	Police Department	N/A	Pocahontas
Pomeroy PD	Police Department	N/A	Pomeroy
Postville PD	Police Department	N/A	Postville
Prairie City PD	Police Department	N/A	Prairie City
Preston PD	Police Department	N/A	Preston
Princeton PD	Police Department	N/A	Princeton
Readlyn PD	Police Department	N/A	Readlyn

Red Oak PD	Police Department	N/A	Red Oak
Remsen PD	Police Department	N/A	Remsen
Rhodes PD	Police Department	N/A	Rhodes
Robins PD	Police Department	N/A	Robins
Rock Rapids PD	Police Department	N/A	Rock Rapids
Rockwell City PD	Police Department	N/A	Rockwell City
Rockwell PD	Police Department	N/A	Rockwell
Rolfe PD	Police Department	N/A	Rolfe
Russell PD	Police Department	N/A	Russell
Sabula PD	Police Department	N/A	Sabula
Sac City PD	Police Department	N/A	Sac City
Sanborn PD	Police Department	N/A	Sanborn
Schaller PD	Police Department	N/A	Schaller
Scranton PD	Police Department	N/A	Scranton
Sergeant Bluff PD	Police Department	N/A	Sergeant Bluff
Seymour PD	Police Department	N/A	Seymour
Sheffield PD	Police Department	N/A	Sheffield
Sheldon PD	Police Department	N/A	Sheldon
Shell Rock PD	Police Department	N/A	Shell Rock
Shellsburg PD	Police Department	N/A	Shellsburg
Shenandoah PD	Police Department	N/A	Shenandoah

Sidney PD	Police Department	N/A	Sidney
Sigourney PD	Police Department	N/A	Sigourney
Sioux Center PD	Police Department	N/A	Sioux Center
Sioux City PD	Police Department	N/A	Sioux City
Sioux Rapids PD	Police Department	N/A	Sioux Rapids
Sloan PD	Police Department	N/A	Sloan
Spencer PD	Police Department	N/A	Spencer
Spirit Lake PD	Police Department	N/A	Spirit Lake
Saint Ansgar PD	Police Department	N/A	St. Ansgar
State Center PD	Police Department	N/A	State Center
Storm Lake PD	Police Department	N/A	Storm Lake
Story City PD	Police Department	N/A	Story City
Stuart PD	Police Department	N/A	Stuart
Sumner PD	Police Department	N/A	Sumner
Sutherland PD	Police Department	N/A	Sutherland
Swea City PD	Police Department	N/A	Swea City
Tabor PD	Police Department	N/A	Tabor
Tama PD	Police Department	N/A	Tama
Tipton PD	Police Department	N/A	Tipton
Toledo PD	Police Department	N/A	Toledo
Tripoli PD	Police Department	N/A	Tripoli

University Heights PD	Police Department	N/A	Iowa City
Urbana PD	Police Department	N/A	Urbana
Van Meter PD	Police Department	N/A	Van Meter
Villisca PD	Police Department	N/A	Villisca
Vinton PD	Police Department	N/A	Vinton
Walcott PD	Police Department	N/A	Walcott
Wapello PD	Police Department	N/A	Wapello
Washington PD	Police Department	N/A	Washington
Waukee PD	Police Department	N/A	Waukee
Waukon PD	Police Department	N/A	Waukon
Waverly PD	Police Department	N/A	Waverly
Wayland PD	Police Department	N/A	Wayland
Webster City PD	Police Department	N/A	Webster City
West Bend PD	Police Department	N/A	West Bend
West Branch PD	Police Department	N/A	West Branch
West Burlington PD	Police Department	N/A	West Burlington
West Liberty PD	Police Department	N/A	West Liberty
West Point PD	Police Department	N/A	West Point
West Union PD	Police Department	N/A	West Union
Whiting PD	Police Department	N/A	Whiting
Williamsburg PD	Police Department	N/A	Williamsburg

Wilton PD	Police Department	N/A	Wilton
Winfield PD	Police Department	N/A	Winfield
Winterset PD	Police Department	N/A	Winterset
Woodbine PD	Police Department	N/A	Woodbine
Woodward PD	Police Department	N/A	Woodward
Worthington PD	Police Department	N/A	Worthington
Calhoun County	Sheriff's Office	N/A	Rockwell City
Iowa State Patrol – D1	State Patrol	N/A	Des Moines
Iowa State Patrol – D2	State Patrol	N/A	Osceola
Iowa State Patrol – D3	State Patrol	N/A	Council Bluffs
Iowa State Patrol – D4	State Patrol	N/A	Denison
Iowa State Patrol – D6	State Patrol	N/A	Spencer
Iowa State Patrol – D7	State Patrol	N/A	Fort Dodge
Iowa State Patrol – D8	State Patrol	N/A	Mason City
Iowa State Patrol – D9	State Patrol	N/A	Cedar Falls
Iowa State Patrol – D10	State Patrol	N/A	Oelwein
Iowa State Patrol – D11	State Patrol	N/A	Cedar Rapids
Iowa State Patrol – D12	State Patrol	N/A	Stockton
Iowa State Patrol – D13	State Patrol	N/A	Mount Pleasant
Iowa State Patrol – D15	State Patrol	N/A	Des Moines
Iowa State Patrol – D16	State Patrol	N/A	Des Moines

American Home Finding	Shelter	N/A	Agency
Children's Square USA	Shelter	N/A	Council Bluffs
Crittenton Center for Shelter and Youth Dev.	Shelter	N/A	Sioux City
Family Resources, Inc., Kinsman Unit	Shelter	N/A	Davenport
Foundation 2, Inc.	Shelter	N/A	Cedar Rapids
Four Oaks – Youth Homes	Shelter	N/A	Iowa City
Four Oaks - Independence	Shelter	N/A	Independence
Four Oaks – Violator Program	Shelter	N/A	Independence
Lutheran Services	Shelter	N/A	Waverly
Sequel Youth Services of Clarinda	Shelter	N/A	Clarinda
Sequel Youth Services of Forest Ridge	Shelter	N/A	Forest Ridge
YSS - Francis Lauer	Shelter	N/A	Mason City
YSS - Rosedale	Shelter	N/A	Ames
Youth Emergency Services & Shelter of Iowa	Shelter	N/A	Des Moines
Youth Shelter Care of North Central Iowa	Shelter	N/A	Fort Dodge
American Home Finding Association	Residential Treatment	N/A	Ottumwa
Boys & Girls Home	Residential Treatment	N/A	Sioux City
ChildServe	Residential Treatment	N/A	Johnston
Children & Families of Iowa	Residential Treatment	N/A	Ankeny
Children's Square USA	Residential Treatment	N/A	Council Bluffs

Clarinda Youth Corp.	Residential Treatment	N/A	Clarinda
Family Resources, Inc	Residential Treatment	N/A	Davenport
Florence Crittenton Home	Residential Treatment	N/A	Sioux City
Foundation 2 Inc.	Residential Treatment	N/A	Cedar Rapids
Four Oaks	Residential Treatment	N/A	Cedar Rapids
Hillcrest Family Services	Residential Treatment	N/A	Dubuque
Hope Haven	Residential Treatment	N/A	Rock Valley
Limitless Potential	Residential Treatment	N/A	Cedar Rapids
Lutheran Services in Iowa	Residential Treatment	N/A	Des Moines
Midwest Christian Services	Residential Treatment	N/A	Peterson
New Choices, Inc.	Residential Treatment	N/A	Iowa City
Orchard Place	Residential Treatment	N/A	Des Moines
Rabiner Treatment Center	Residential Treatment	N/A	Fort Dodge
REM Iowa Community Services	Residential Treatment	N/A	Marion
Ruth Harbor, Inc.	Residential Treatment	N/A	Des Moines
Tanager Place	Residential Treatment	N/A	Cedar Rapids
Woodward Youth Corp.	Residential Treatment	N/A	Woodward
Young House Family Services	Residential Treatment	N/A	Mt. Pleasant
YSS, Inc.	Residential Treatment	N/A	Ames
Youth Homes of Mid-America	Residential Treatment	N/A	Johnston

Classification of the Universe

The Iowa Compliance Monitoring Universe is updated on an annual basis with information available from the Iowa Department of Corrections – Jail Inspection Unit, the Iowa Department of Human Services, and information gathered by the Iowa Division of Criminal and Juvenile Justice Planning from on-site visits and contacts (phone and email) made with agencies.

Inspection of Facilities

The Iowa Division of Criminal and Juvenile Justice Planning, as the state agency identified as the sole agency for supervising the preparation and administration of the State Plan required by the JJDPa will continue to perform annual on-site visits that have been identified and classified as facilities that have the potential for violations of the JJDPa. This inspection will include both an evaluation of the facility classification designation and verification of data that have been collected.

Types of facilities included in the inspection list:

Facility Type	Secure	Data Collected	Number in State	Annual On-site Inspections
County Jail - Residential	Yes	Yes	96	Minimum 1/3
County Jail - Temporary	Yes	Yes	2	
Sheriff's Office	No	No	1	Every few years
Municipal Police Departments	Yes	Yes	31	Minimum 1/3
Public Safety – University	Yes	Yes	2	
Municipal Police Departments	No	No	271	Over 10%
Juvenile Court Holding Facility	Yes	Yes	1	Every three years
Juvenile Detention	Yes	Yes	9	3
Mental Health Institute	Yes	Yes	2	1
State Training School	Yes	Yes	1	1
Secure Residential Group Care	Yes	Yes	2	1
Juvenile Shelter	No	No	15	Every few years
Public Safety – University	No	No	1	Every few years
Public Safety – State Patrol	No	No	16	Every few years

Note: Co-located facilities are no longer included as the last facility ceased operations.

Data Collection and Verification

The Iowa Division of Criminal and Juvenile Justice Planning (CJJP) has a number of tools that are utilized to collection data for compliance monitoring. These tools are identified in the following table. CJJP has access to secondary data systems (e.g. the Justice Data Warehouse) to help clarify and verify much of the data provided by these tools.

Tool	Collected	Submission
Juvenile Detention Center Data Collection Tool	Monthly	Electronic
DOC: Prisoner Statistical Report	Monthly	Electronic
Secure Residential Group Care Survey	Annually	Paper
Mental Health Institute Survey	Annually	Paper
Municipal Lock-Up Survey	Annually	Paper
State Training School (Juvenile Corrections) Data	Annually	Paper
Juvenile Court Holding Facility Data	Annually	Paper

Data is collected on an annual basis from October 1st of a year through September 30th of the following year. Data is due to CJJP by mid-October of the following year to ensure that all of the data is available for analysis and verification during on-site facility reviews.

CJJP will perform on-site data verification visits to approximately of one-third of classified agencies annually. In addition, categorization visits will continue to those agencies that provide services to juveniles or have public authority to take juveniles into custody, to determine if their status as non-secure has changed.